

Executive Licensing Panel - minutes

Centre 0037 (Glasgow Royal Infirmary)

Change of Person Responsible (PR)

Friday, 11 August 2017

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Juliet Tizzard (Chair) Anna Quinn Ian Peacock	Director of Strategy and Corporate Affairs Policy Manager Systems Manager
Members of the Executive	Dee Knogle	Secretary
External adviser		
Observers		

Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.

The panel had before it:

- 8th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members.

1. Consideration of application

- 1.1. The panel considered the papers, which included a completed application form, an executive summary, previous licensing minutes, a CV and confirmation of acceptance from the proposed Person Responsible (PR).
- 1.2. The panel noted that the proposed PR, Dr Helen Lyall, is willing to assume the responsibility of the role of PR.
- 1.3. The panel noted that the proposed PR, Dr Lyall, is a Consultant Gynaecologist at Glasgow Royal Infirmary and was, until October 2015, the long-standing PR at the centre. Dr Lyall has previously completed the HFEA Person Responsible Entry Programme and her continued work at the centre has kept her up to date with changes to HFEA requirements. The Executive therefore considered it unnecessary for her to complete the HFEA Person Responsible Entry Programme again.
- 1.4. The panel noted from the information provided, that the character, qualifications and experience of the proposed PR, Dr Lyall are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 1.5. The panel noted that all information required under General Directions 0008 has been provided.
- 1.6. The panel noted that the centre was inspected on 11 and 12 July 2017 for the renewal of the centre's licence. At the renewal inspection, the current PR assured the inspectorate that she will correct all the non-compliances identified before leaving the PR role. The evidence of corrective actions is currently under review by the inspectorate. The proposed PR assured the inspectorate that she will implement all of the recommendations identified at the renewal inspection, if not already corrected by the current PR. The panel noted that the inspectorate is content with the arrangements for the transfer of responsibilities between the current PR, Dr Rachel Gregoire, and the proposed PR, Dr Helen Lyall.
- 1.7. The panel noted the inspectorate's recommendation to vary the centre's licence to appoint Dr Helen Lyall as the Person Responsible.

2. Decision

- 2.1. The panel agreed it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of PR.
- 2.2. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of Glasgow Royal Infirmary (centre 0037) with immediate effect in order to appoint Dr Lyall as Person Responsible, in accordance with Section 18A of the HFE Act 1990 (as amended).

3. Chair's signature

- 3.1. I confirm this is a true and accurate record of the meeting.

Signature



Name

Juliet Tizzard

Date_18 August 2017